



# **San Bernardino County REGISTRAR OF VOTERS Needs Poll Workers**

We always need poll workers to assist us on Election Day. This is a great way to serve your community and get involved with the democratic process while earning extra money. We recruit Clerks and Inspectors to staff the elections held throughout the year. The only requirements are that you are a citizen and registered to vote.

## **Inspectors' Duties**

- Organize Set-Up of Polling Place
- Assign Clerks to Precincts, Duties and Breaks
- Resolve Voting Issues
- Return Cartridges to a Pick-Up Location at the End of Election Night

## **Clerks' Duties**

- Assist in Set-Up of Polling Place
- Greet the Voter
- Locate Voter on Roster
- Issue Voting Cards
- Direct Voter to Voting Machines
- If Necessary, Demonstrate to the Voter How to Vote
- Retrieve the Voting Card Once the Voter Has Completed the Voting Process

## **Training**

For each election, all Poll Workers must attend a two-hour training class for which they will receive \$15.00. Training classes are held throughout the County at various times and locations. All inspectors are required to attend the training class plus an inspector class. Inspectors will be paid \$15.00 for the training class and \$15.00 for the inspector class.

## **Pay**

- Inspector - \$135.00, Clerk - \$100.00
- Bilingual Poll Workers will receive an additional \$10.00. Bilingual Poll Workers must be fluent in English and Spanish.

## **Hours are 6:00 a.m. to 9:30 p.m.**

The polls are set between 6:00 a.m. and 6:30 a.m. and are open at 7:00 a.m. The polls are closed at 8:00 p.m. and closing procedures may take up to one hour to complete.

**If you can help, please contact Poll Worker Recruitment at  
(909) 387-8300 or (800) 881-8683.**



## County of San Bernardino Poll Worker Application

**Name:**

\_\_\_\_\_

**Home Address:**

(Please Print)

\_\_\_\_\_

(street)

\_\_\_\_\_

**Home Phone:**

(City, State, Zip Code)

**Cell Phone:**

\_\_\_\_\_

**Home Email:**

\_\_\_\_\_

**Work Phone:**

\_\_\_\_\_

**Work Email:**

\_\_\_\_\_

Election Day: \_\_\_\_\_

Position preference: (circle one) Clerk or Inspector

In addition to English, are you bilingual in Spanish? (circle one) Yes / No

By signing below, I acknowledge the following:

- I will serve my community in a professional and courteous manner.
- I will attend a two-hour training session (two training sessions for Inspectors), for which I will receive a \$15.00 stipend per session.
- I will arrive at the polling place that I am assigned to work at 6:00 a.m. and will stay to assist with the completion of the closing duties (approximately 9:30 p.m.).
- I must attend training and work all day on Election Day to receive the training stipend.
- I will provide my own transportation to and from the polling place.
- I am able to lift 30 lbs. (Note: Lifting is to be done by two people.)

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Name (please print)

Signature

Date